Welcome

to

Virgil Grissom Elementary School

North Scott Community School District

PeaceBuilders

Praise People
Give Up Put-downs
Notice And Speak Up About Hurts I Have Caused
Seek Wise People

Parent/Student Handbook
2002-2003

James L. Pfaff, Principal

VIRGIL GRISSOM ELEMENTARY STAFF 2002-2003

Principal, James L. Pfaff

Secretary, Kathy Schultz--Office Aide, Diane Rebman

KINDERGARTEN	TEACHER	GRADE	TEACHER	GRADE
Katie Koester	Bea Miller	1	Chevelle Abel	4
Nancy Billups	Jen Walcher	1	C. Christopher	5
	Jeri Luedke	2	Kathy Stevens	5
	Lenora Buckley	2/Reading	Dawn Rheingans	6
	Amanda Royster	3	Lea Rains	6

RESOURCE PROGRAMS (K-6)

Jennifer Walcher. . .Reading Recovery
Amy Schneeberger. . .Learning Disabilities
Bonnie Billups. . .Resource Teacher Aide
Diane Rebman. . .Resource Teacher Aide
Kerry Suiter. . .Resource Teacher Aide

FINE ARTS

Brent Buttjer. . .Physical Education
Karen Schurr. . .Music
Becky Stamer. . .Art

MEDIA CENTER SERVICES (K-6)

Amy Lamfers. . .Media Specialist/Talented and Gifted Program
Bev Mausser. . .Library Aide

GUIDANCE

Laurie Brasche. . .Counselor

HEALTH SERVICES

Kandice Slater. . .Nurse

MISSISSIPPI BEND AEA SUPPORT STAFF

Mary Anne Oliger. . .Speech Pathologist
Mike Walters. . .Psychologist
Christine Oswald. . .Special Education Consultant
Sue Woltz...AEA Consultant on Call

BUILDING AND GROUNDS

Jerry Kruse. . .Head Custodian
Carol Rathjen. . .Evening Custodian

July

M	T	W	T	F
1	2	3	(4)	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September

(2)	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	(28)	(29)

December

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
(23) 30	(24) 31	(25)	(26)	(27)

January

		(1)	(2)	(3)
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February

3	4	5	6	7
10	11	12	13	14
(17)	18	19	20	21
24	25	26	27	28

March

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
(24) 31	(25)	(26)	(27)	(28)

April

	1	2	3	4
7	8	9	10	11
14	15	16	17	(18)
21	22	23	24	25
28	29	30		

May

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
(26)	27	28	29	30

June

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

REVISED
2002-2003
SCHOOL CALENDAR
NORTH SCOTT COMMUNITY SCHOOL DISTRICT

July 1.....Fiscal Year Begins
July 4.....Holiday
July 29-August 21.....Band Instruction, Staff Development
August 5-9.....Registration
August 16.....New Teacher Orientation
August 19-21.....Teacher Inservice
August 22.....First Day of School
September 2.....No School K-12, Labor Day
September 18.....2 hr. Late Start, K-12
September 27.....~~Teacher Inservice~~ School
October 2.....2 hr. Late Start, K-12
October 25.....End of 1st Quarter (45 days)
October 28.....No School K-12, Teacher Inservice
October 29.....2nd Quarter Begins
November 8.....No School K-12, Conference Comp Day
November 27.....1 hr. Early Dismissal, K-12
November 28-29.....No School K-12, Thanksgiving Vacation
December 4.....2 hr. Late Start, K-12
December 23-January 3.....No School K-12, Winter Vacation
January 6.....School Resumes
January 15.....End of 2nd Quarter (45 days)
January 16.....3rd Quarter Begins
January 20.....No School K-12, Inservice Day
February 5.....2 hr. Late Start, K-12
February 17.....No School K-12, Winter Break Day
March 5.....2 hr. Late Start, K-12
March 21.....End of 3rd Quarter (45 days)
March 24-March 28.....No School K-12, Spring Vacation
March 31.....No School K-12, Inservice Day
April 1.....4th Quarter Begins
April 18.....Spring Vacation Day
April 21.....No School K-12, Conference Comp. Day
May 7.....2 hr. Late Start, K-12
May 26.....No School K-12, Memorial Day Vacation
June 4.....Last Day of 4th Quarter (45 days) 1 hr. Early Dismissal K-12
June 5.....Inservice Day
June 5, 6, 9.....Make-up Days
June 16-June 27.....Summer School (May vary due to make-up days)

Sept. 30 Inservice

The dates in circles are Holiday and Vacation periods.
The dates underlined represent inservice days.

EARLY DISMISSALS:

November 27	K-12	(1 Hr)	June 4	K-12	(1 Hr)

LATE STARTS:

September 18	K-12	(2 Hr)	February 5	K-12	(2 Hr)
October 2	K-12	(2 Hr)	March 5	K-12	(2 Hr)
December 4	K-12	(2 Hr)	May 7	K-12	(2 Hr)

1 HOUR EARLY DISMISSAL AND 2 HOUR LATE START SCHEDULE

The schedule below does NOT include early dismissals due to poor weather conditions. Early dismissals will occur on the following dates:

November 27	K-12	(1 Hr)
June 4	K-12	(1 Hr)

Late starts (2 Hr) will occur on the following dates for Grades K-12

September 18	October 2	December 4
February 5	March 5	May 7

VIRGIL GRISSOM DAILY SCHEDULE

8:00-8:15	Admittance to Class
8:15-11:35	Classes in Session
11:40 - 12:40	Lunch and Recess
12:40 - 3:05	Classes in Session
3:10	Dismissal

2001-2002
Virgil Grissom Calendar

8/22 Day 1
8/23 Day 2

8/26 Day 3
8/27 Day 4
8/28 Day 1
8/29 Day 2
8/30 Day 3

9/2 Labor Day
9/3 Day 4
9/4 Day 1
9/5 Day 2
9/6 Day 3

9/9 Day 4
9/10 Day 1
9/11 Day 2
9/12 Day 3
9/13 Day 4

9/16 Day 1
9/17 Day 2
9/18 Day 3
9/19 Day 4
9/20 Day 1

9/23 Day 2
9/24 Day 3
9/25 Day 4
9/26 Day 1
9/27 Inservice

9/30 Day 2
10/1 Day 3
10/2 Day 4
10/3 Day 1
10/4 Day 2

10/7 Day 3
10/8 Day 4
10/9 Day 1
10/10 Day 2
10/11 Day 3

10/14 Day 4
10/15 Day 1
10/16 Day 2
10/17 Day 3
10/18 Day 4

10/21 Day 1
10/22 Day 2
10/23 Day 3
10/24 Day 4
10/25 Day 1 -- 45

10/28 Inservice
10/29 Day 2
10/30 Day 3
10/31 Day 4
11/1 Day 1

11/4 Day 2
11/5 Day 3
11/6 Day 4
11/7 Day 1
11/8 Conf. Comp

11/11 Day 2
11/12 Day 3
11/13 Day 4
11/14 Day 1
11/15 Day 2

11/18 Day 3
11/19 Day 4
11/20 Day 1
11/21 Day 2
11/22 Day 3

11/25 Day 4
11/26 Day 1
11/27 Day 2
Thanksgiving Break

12/2 Day 3
12/3 Day 4
12/4 Day 1
12/5 Day 2
12/6 Day 3

12/9 Day 4
12/10 Day 1
12/11 Day 2
12/12 Day 3
12/13 Day 4

12/16 Day 1
12/17 Day 2
12/18 Day 3
12/19 Day 4
12/20 Day 1
Christmas Break

1/6 Day 2
1/7 Day 3
1/8 Day 4
1/9 Day 1
1/10 Day 2

1/13 Day 3
1/14 Day 4
1/15 Day 1 - - 45
1/16 Day 2
1/17 Day 3

1/20 Inservice
1/21 Day 4
1/22 Day 1
1/23 Day 2
1/24 Day 3

1/27 Day 4
1/28 Day 1
1/29 Day 2
1/30 Day 3
1/31 Day 4

2/3 Day 1
2/4 Day 2
2/5 Day 3
2/6 Day 4
2/7 Day 1

2/10 Day 2
2/11 Day 3
2/12 Day 4
2/13 Day 1
2/14 Day 2

2/17 Winter Break
2/18 Day 3
2/19 Day 4
2/20 Day 1
2/21 Day 2

2/24 Day 3
2/25 Day 4
2/26 Day 1
2/27 Day 2
2/28 Day 3

3/3 Day 4
3/4 Day 1
3/5 Day 2
3/6 Day 3
3/7 Day 4

3/10 Day 1
3/11 Day 2
3/12 Day 3
3/13 Day 4
3/14 Day 1

3/17 Day 2
3/18 Day 3
3/19 Day 4
3/20 Day 1
3/21 Day 2 - - 45
Spring Break
3/31 Inservice
4/1 Day 3
4/2 Day 4

4/3 Day 1
4/4 Day 2

4/7 Day 3
4/8 Day 4
4/9 Day 1
4/10 Day 2
4/11 Day 3

4/14 Day 4
4/15 Day 1
4/16 Day 2
4/17 Day 3
4/18 Spring Break Day

4/21 Conf. Comp
4/22 Day 4
4/23 Day 1
4/24 Day 2
4/25 Day 3

4/28 Day 4
4/29 Day 1
4/30 Day 2
5/1 Day 3
5/2 Day 4

5/5 Day 1
5/6 Day 2
5/7 Day 3
5/8 Day 4
5/9 Day 1

5/12 Day 2
5/13 Day 3
5/14 Day 4
5/15 Day 1
5/16 Day 2

5/19 Day 3
5/20 Day 4
5/21 Day 1
5/22 Day 2
5/23 Day 3

5/26 Memorial Day
5/27 Day 4
5/28 Day 1
5/29 Day 2
5/30 Day 3

6/2 Day 4
6/3 Day 1
6/4 Day 2 - - 45

STAFF E-MAIL ADDRESSES

If you would like to contact a staff member about a student or concern that you have, you my contact us through our e-mail program on the internet. Below are the e-mail addresses for staff members.

Chevy Abel	abel_chevy@north-scott.k12.ia.us
Laurie Brasche	brasche_laurie@north-scott.k12.ia.us
Bonnie Billups	billups_bonnie@north-scott.k12.ia.us
Nancy Billups	billups_nancy@north-scott.k12.ia.us
Lenora Buckley	buckley_lenora@north-scott.k12.ia.us
Brent Buttjer	buttjer-brent@north-scott.k12.ia.us
Clint Christopher	christopher_clint@north-scott.k12.ia.us
Josh Hetrick	hetrick_josh@north-scott.k12.ia.us
Katie Koester	koester_katie@north-scott.k12.ia.us
Jerry Kruse	kruse_jerry@north-scott.k12.ia.us
Amy Lamfers	lamfers_amy@north-scott,k12.ia.us
Jeri Luedke	luedke_jeri@north-scott.k12.ia.us
Bev Mausser	mausser_bev@north-scott.k12.ia.us
Bea Miller	miller_bea@north-scott.k12.ia.us
Jim Pfaff	pfaff_jim@north-scott.k12.ia.us
Lea Rains	rains_lea@north-scott.k12.ia.us
Diane Rebman	rebman_diane@north-scott.k12.ia.us
Dawn Rheingans	rheingans_dawn@north-scott.k12.ia.us
Amanda Royster	royster_amanda@north-scott.k12.ia.us
Amy Schneeberger	schneeberger_amy@north-scott.k12.ia.us
Kathy Schultz	schultz_kathy@north-scott.k12.ia.us
Karen Schurr	schurr_karen@north-scott.k12.ia.us
Kandice Slater	slater_kandice@north-scott.k12.ia.us
Becky Stamer	stamer_becky@north-scott.k12.ia.us
Kathy Stevens	stevens_kathy@north-scott.k12.ia.us
Kerry Suiter	suiter_kerry@north-scott.k12.ia.us
Jennifer Walcher	walcher_jennifer@north-scott.k12.ia.us

ALLEGATIONS OF STUDENT ABUSE BY SCHOOL EMPLOYEES

As per state standards in regard to Allegations of Student Abuse by School Employees, the Board of Directors have appointed the 2002-2003 Level I and Level II investigators. These investigators are:

Level I

Curtis Rheingans
Neil Armstrong Elementary School
212 South Parkview Drive
Eldridge IA 52748
(563) 285-3122

Cindy VanDeWalle
North Scott Junior High School
502 South 5th Street
Eldridge IA 52748
563-285-8272

Level II

James M. Sweeney & Associates, Inc.
320 LeClaire Street
Davenport, IA 52801
563-323-5922

PHONE NUMBERS

Emergency

- We should have (in addition to your own phone numberr) a phone number of a relative or friend who will be home and whom we can contact in case of an emergency (such as an accident, illness, early dismissal, etc.), in the event you cannot be reached.

Helpful

- CHILD ABUSE 563-326-8698
- HELPLINE for parents 309-757-8555

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. At the expense of the school district, the Level I investigators and alternates will be provided training in the conducting of an investigation and will be referred to and provided with copies of the DEPARTMENT OF EDUCATION, Office of Civil Rights; Sexual Harassment Guidance, Harassment of Students by School Employees, Other Students or Third Parties, Notice, 62 Fed. Reg. 12034. The names of the investigators shall be listed in the employee handbook, student handbook, published annually in the local newspaper and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy.

Legal Reference: Iowa Code §§232.67, .70, .73, .75, 235A, 272A, 280.17; 709; 728.12(l) (1999).
281 Iowa Admin. Code Chapter 102; 103.
441 Iowa Admin. Code 155, 175.
1980 Op. Att'y Gen. 275.

Cross Reference: 402.2 Reporting Child Abuse by Caretakers
403.6 Harassment
503.5 Corporal Punishment
507 Student Health and Well-Being

Approved October 22, 1990 Reviewed February 12, 2001 Revised March 13, 2000

EQUAL EDUCATIONAL OPPORTUNITY

Generally, students may not be interrogated during the school day by persons other than parents and school district officials and personnel.

Requests from law enforcement officers and those other than parents, school district officials, and personnel to interrogate students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. In making this determination, the principal shall consider the welfare of the students and directives to the principal from the courts. Prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and ask them to be present.

If a child abuse investigator wishes to interrogate a student, the principal will refer to the investigator's judgment as to whether the student should be interrogated independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students shall not be taken from school without the consent of the principal and without proper warrant.

Students enrolled in the North Scott Community School District shall have an equal opportunity for a quality public education without discrimination.

All persons, agencies, vendors, contractors and other persons or organizations doing business with or performing services for the school district must subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

No otherwise qualified person will be excluded from educational activities on the basis of race, color, creed, sex, marital status, national origin, religion, age or disability. Further, all students and staff have the right to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, creed, sex, marital status, national origin, religion, age or disability of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

Students, parents of students, employees, and applicants for employment in the school district shall have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in program and employment.

If you feel you have been the subject of harassment or discriminatory behavior, you should contact:

Dr. Tim Dose, Superintendent
North Scott Community School District
251 East Iowa Street
Eldridge IA 52748
563-285-4819

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Cross Reference:
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Approved October 22, 1990 Reviewed February 12, 2001 Revised March 13, 2000

STUDENT-TO-STUDENT HARASSMENT

- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc.;
- demeaning jokes, stories, or activities directed at the student.

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy, will be subject to discipline up to and including suspension and expulsion.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy.

Legal Reference: 20 U.S.C. §§ 1221-1234i (1988).
29 U.S.C. § 794 (1988).
42 U.S.C. §§ 2000d-2000d-7 (1988).
42 U.S.C. §§ 12001 et. seq. (Supp. 1990).
Iowa Code §216.9; 280.3 (1997).

Cross Reference: 403.7 Harassment
502 Student Rights and Responsibilities
503 Student Discipline
506 Student Records

Approved May 8, 1995 Reviewed January 11, 1999 Revised _____

ENTRANCE AND ADMISSION REQUIREMENTS

Children wishing to enroll in kindergarten must be at least five (5) years of age on or before September 15 of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before the child may be enrolled. It will be within the discretion of the superintendent or the superintendent's designee to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with a completed health and immunization certificate. Such certificates may be obtained from the school office.

TRANSFERS IN AND OUT OF THE DISTRICT

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's previous school district. If the student is unable to provide the superintendent with proof of the student's grade level or permanent records (for example, a homeless student), the superintendent will make the grade level determination.

For students wishing to transfer out of the district before graduation, the student's parents should notify the administration in writing as soon as possible.

ATTENDANCE, TARDINESS, REGISTERING IN AND OUT:

It is the responsibility of the parent to contact the school before 9:00 a.m. to inform the school that the student shall be absent and the reason for the absence. Failure to receive such information by 9:00 a.m. shall cause the student to be considered truant. A truant student is defined as any child over seven and under sixteen years of age, in proper physical and mental condition to attend school, who fails to attend school regularly without reasonable excuse for the absence. As a truant student, the student, may be reported to the local law enforcement offices and the parents may be prosecuted for violating the state truancy and compulsory education laws. Unless the student has reached the age of eighteen (18) or has obtained a court order declaring that student a legally emancipated minor, the parent is responsible, under Iowa law and under the policies and regulations of the North Scott Community School District to ensure attendance of the student.

RELEASE DURING SCHOOL HOURS

Students will be allowed to leave school grounds during school hours only with prior authorization from their parents or school principal. Approved reasons for a student leaving school during the school day include illness, family emergencies, medical appointments, religious instruction, classes off school grounds and other reasons approved by the administration.

OPEN ENROLLMENT

Parents who wish to transfer their child out of the district under Open Enrollment may pick up the appropriate forms in the office of the superintendent.

STUDENT APPEARANCE

Clothing or other apparel promoting products, which are illegal for use by minors, such as alcohol, tobacco or drugs, or clothing displaying obscene material, profanity or reference to subversion are not appropriate. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. Hats may not be worn in the building.

CARE OF SCHOOL PROPERTY--VANDALISM

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. In the discretion of the administration, such students may be turned over to local law enforcement officers.

USE OF BICYCLES

Riding a bicycle to and from school is a privilege--not a right. Students who fail to follow the rules set by the administration will HAVE the privilege of bike riding removed and may also be subject to additional discipline.

LOCKERS, STORAGE SPACE

Each student will be assigned a storage space. These storage spaces are for the use of the student during the school year but remain, at all times, the property of the school district. Students are expected to use their own storage space and keep it neat. School administrators and/or designated representatives possess the authority to conduct a reasonable search of student storage spaces periodically.

DANGEROUS WEAPONS

Dangerous weapons are not allowed on school grounds or at school sponsored events. Dangerous weapons will be taken from students and others who bring them onto the school property. If a dangerous weapon is taken from a student, the parent of that student will be contacted. The student will be subject to further disciplinary action as per policy stated below.

Federal and Iowa law requires a mandatory expulsion for a minimum of one year for students who are found to have brought a dangerous weapon to school, or for possession of a dangerous weapon at school. The superintendent shall have the authority to recommend that this expulsion requirement be modified on a case by case basis. A dangerous weapon is defined as a firearm, which includes guns and bombs.

TOBACCO, ALCOHOL, DRUGS

The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or "look alike" substances that appear to be tobacco, alcohol or controlled substances by individuals under the age of eighteen and all students, regardless of age, on school property or at any activities sponsored by the school is strictly forbidden. Violation of this rule will result in a disciplinary action, which may ultimately include expulsion. Such violation may also be reported to local law enforcement authorities.

SEARCH AND SEIZURE

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement.

STUDENT CONDUCT

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned property and/or operated school or chartered buses and while attending or engaging in school activities on or off school property.

Students who exhibit inappropriate behavior, in the opinion of the staff and/or administration, shall be subject to discipline. Inappropriate behavior includes behavior, which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity or the educational atmosphere. Disciplinary measures may include, but not be limited to, conferencing, removal from the classroom, detention, suspension, probation and expulsion as per board policy.

FEES - FINES - CHARGES

Students may be assessed fines, charges or fees for the materials needed in a course, for overdue school materials, for participating in activities or for misuse of school property.

PERFORMANCES

Students participating in contests or other public or private events on behalf of the school, must obtain permission from the administrator. Students who perform at such events, shall be held at the same high standards of conduct that is expected of all students representing the school in an extracurricular activity.

FUNDRAISING

Students may conduct fund raisers with the permission of the building principal.

REPORTING STUDENT PROGRESS

Student progress is reported to parents by two scheduled conferences: one at the beginning of the year and one midway through the year. Report cards are sent home quarterly. Parents or teachers may request additional conferences whenever they feel there is a need. Progress updates may also be sent home from time to time

PROMOTION-RETENTION-ACCELERATION

Students will be promoted to the next grade unless, in the judgment of the licensed staff and the building principal, the student lacks the academic achievement, maturity, emotional stability, and social adjustment needed to advance. Should this be the case, parents will be informed of the possibility that their child will not be promoted and a conference will be scheduled to discuss the situation before a final decision is made. Students with exceptional talents may, with the permission of the principal and the parents, be accelerated beyond their current grade level.

TESTING

A comprehensive testing program has been established to evaluate the educational program and to assist in providing guidance or counseling services to students and their families.

STUDENT RECORDS

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. The records contain information about the student and the student's education and may include, but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials, teachers, AEA personnel with a legitimate educational interest.
2. Officials of other schools in which the student proposed to enroll.
3. Representatives of state and local government when auditing and evaluating Federal Educational Programs.
4. Officials connected with a student's educational financial aid applications.
5. Organizations, which process and evaluate, standardized tests.
6. Accrediting organizations for accrediting purposes.
7. Parents and legal guardians of dependent children, regardless of child's age.
8. Government officials to whom information is to be reported under state law adopted prior to November 19, 1974.
9. Appropriate parties in a real or safety emergency.

The following information may be released to the public in regards to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 1st to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, ATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTUION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION. THE FOLLOWING INFORMATION MAY BE PUBLISHED ON THE INTERNET: STUDENT PHOTOGRAPHS (FIRST NAME, LAST INITIAL ONLY) AND OTHER LIKENESSES, ARTWORK , OR WRITING.

Parents have a right to file a complain alleging that the school district failed to comply with this policy. Complains shall be forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington D.C. 20202-4605.

FEES - FINES - CHARGES

Students may be assessed fines, charges or fees for the materials needed in a course, for overdue school materials, for participating in activities or for misuse of school property.

PERFORMANCES

Students participating in contests or other public or private events on behalf of the school, must obtain permission from the administrator. Students who perform at such events, shall be held at the same high standards of conduct that is expected of all students representing the school in an extracurricular activity.

FUNDRAISING

Students may conduct fund raisers with the permission of the building principal.

REPORTING STUDENT PROGRESS

Student progress is reported to parents by two scheduled conferences: one at the beginning of the year and one midway through the year. Report cards are sent home quarterly. Parents or teachers may request additional conferences whenever they feel there is a need. Progress updates may also be sent home from time to time

PROMOTION-RETENTION-ACCELERATION

Students will be promoted to the next grade unless, in the judgment of the licensed staff and the building principal, the student lacks the academic achievement, maturity, emotional stability, and social adjustment needed to advance. Should this be the case, parents will be informed of the possibility that their child will not be promoted and a conference will be scheduled to discuss the situation before a final decision is made. Students with exceptional talents may, with the permission of the principal and the parents, be accelerated beyond their current grade level.

TESTING

A comprehensive testing program has been established to evaluate the educational program and to assist in providing guidance or counseling services to students and their families.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to the middle school level and from middle school to the high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained.

HEALTH AND IMMUNIZATION CERTIFICATES

Students, who wish to participate in athletics or are enrolling in the district for the first time, shall have a physical by a licensed physician and provide proof of such an examination to the principal. This certificate of health will be kept on file at the building in which the child is attending. Students enrolling for the first time in the district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, roseola, Hepatitis B and rubella. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

ADMINISTRATION OF MEDICATION

1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
2. A statement of the physician's directions requesting the specific medication to be dispensed, and at the time at which it is to be dispensed at school must be filed at the school, in the building where it is to be dispensed. Reactions of the pupil to the aforementioned medication.
3. The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.
4. The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
5. The medicine shall be maintained in the original prescription container, which shall be labeled with a) name of pupil, b) name of medication, c) directions for use, d) name of physician or dentist, e) name and address of pharmacy and f) date of prescription.
6. The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
7. A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The records shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
8. At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. This action, if medication is destroyed, should be noted on the pupil's health record.

Although these are the rules required by law as to the administration of medication, because of legislation passed in 1992, there are now restrictions as for which individuals may be required by the school district to administer any medication. See Iowa Code 11111.

No aspirin will be dispensed at school unless a written permission note from the parent is on file in the school office, which will be dispensing the aspirin. The over the counter medications must be in the original container (the school cannot give any medication that is not properly labeled). The note from the parent must be dated and signed by the parent and written directions for giving enclosed. These prescriptions must be renewed at the beginning of each school year and all previous prescriptions will be destroyed at the end of each school year.

The school has the discretion to issue certain over-the-counter medications to students.

COMMUNICABLE DISEASES

Students will a communicable disease will be allowed in school as long as they are physically able to do so and so long as their present condition does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease spread from person to person or animal to person. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified.

ILLNESS AND INJURY

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. Emergency or minor first aid will be administered if a person competent to do so is available. In any event, ill or injured students will be turned over to the care of the student's parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. Injuries shall be reported and within 24 hours a "Preliminary Accident Report" will be filed in the principal's office

EMERGENCY DRILLS

Emergency drills for fire, weather and other disasters will be conducted periodically throughout the school year.

OPEN NIGHT - FAMILY NIGHT

Wednesday night is designated as open/family night. No student school activities, practices, or games will be scheduled after 6:00 p.m. on this night. The only exception would be if an agency or group outside of the school schedules tournaments, practices or meetings on this night.

TELEPHONE CALLS

Students may use the school office phone for emergency calls after first obtaining permission for the secretary or principal. Students receiving calls will have a message forwarded to the students. Only in an emergency will the student be called to the phone.

OBJECTION TO INSTRUCTIONAL MATERIALS

As per board policy.

FIELD TRIPS

The principal must give prior authorization for all field trips and/or excursions. Written parental permission will be required prior to the student's participation in a field trip or excursion outside of the school district.

SCHOOL CLOSINGS

School closings during bad weather are broadcast on most local radio stations. Makeup days for days lost due to weather are announced in the spring. It is the responsibility of the parents to have made arrangements for students on early dismissal days. Make arrangements ahead and discuss them with your child and his/her teacher so they know what to do.

CIVIL RIGHTS COMPLIANCE

It is the policy of the North Scott Community School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its Civil Rights Act Title IX of the 1972 Education Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instruction materials utilized, reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life styles open to men and women in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotype and to eliminate bias on the basis of sex, race ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a multicultural, nonsexist society.

Inquiries regarding compliance with Title IX, Title VI or Section 505, may be directed to the superintendent of North Scott Community School District, 251 East Iowa Street, Eldridge, Iowa, 52748, phone 319-285-4819 or to the Director of Iowa Civil Rights Commission, Department of Education, Kansas City, Missouri.

USE OF SCHOOL FACILITIES

It is the wish of the North Scott School Board of Education that our facilities to be used to the fullest extent possible. Non-profit organizations may use the building by simply completing the Facility Use Agreement Form that can be obtained in the office. "It shall be the responsibility of the building principal to provide the facility rental agreement forms and **obtain proof of insurance of $1 million single limit damage and injury liability insurance, said coverage shall name the North Scott Community School District as an additional insured.**" Any group may reserve one evening per week until September 30. After that day, groups may reserve any open evening for the remainder of the year.

GENERAL RULES FOR VIRGIL GRISSOM

General:

- Show respect to all teachers, aides, custodians, parent volunteers, etc. Listen to their requests and directions at all times.
- Do not damage or deface our school or school property in any way.
- Students must be supervised by an adult when they are not going out to recess.
- Gum is not allowed and candy may be eaten only with lunch.
- No knives or other sharp objects.
- Soda pop is not allowed at school unless permission is given for it to be brought for classroom parties, etc.

Morning:

- 8:00 - Students may enter building. Students must sit and visit quietly or read while waiting to be admitted to the classrooms.
- 8:00 - Breakfast is served.
- 8:15 - Students in classrooms and sitting at desks, ready to go.
- DO NOT play in the driveway or parking lot.

Hallway:

- Walk to the right side when in the halls.
- Talking quietly is permitted.
- Keep hands to yourself.
- NO RUNNING.

Restrooms:

- Use appropriately.
- Talk quietly.
- Wash hands.
- Deposit paper in waste basket.
- Do not congregate or loiter.

Playground Rules:

- Teachers are preparing for classes or working with students before and after school, therefore, there will be NO playground supervision. Students will NOT be allowed on the playgrounds during those times.
- No kicking, fighting, pushing, tackling, play fighting, shoving, etc.
- No objects will be thrown that are not recreational equipment
- Bad language will not be tolerated.
- All equipment will be shared and used properly.
- If the conditions are muddy or snowy, boots MUST be worn in order to leave the blacktop.
- No sliding on the ice.
- All students will walk to and from the playground.

- Stay on the playground. Students may not cross the street for balls without permission. No talking to adults in cars - even parents. Stay out of ditches and the wooded area.

Computer Lab

- No more than two people to a computer unless you have permission.
- All students should work on their computer curriculum unless told otherwise.
- Adult supervision is necessary.

Lunchroom

- Enter quietly, single file. Walk AROUND tables. Do not cut through.
- Talk quietly.
- Avoid sharing or trading food.
- Stay seated unless you have permission from the adult in charge.
- When your table is dismissed, throw away your trash and line up quietly.

Safety Patrol, Town Related

- Town children need to walk across the blacktop to the bike rack area, rather than cutting through the school grounds.
- Town children only cross the street when directed by the safety patrol officer.

Safety Patrol, Bus Related

- Follow the safety patrol officer's guidance at all times.

Nurse's Office

- You MUST have permission from a teacher or supervisor to go to the nurse's office.

Office

- Students must have a note from a teacher or supervisor when sent to the office.
- Keep in mind, the office is a quiet place.
- Phone calls are limited to school related situations ONLY.

PERSONS COMING FOR CHILDREN

We request that the school be notified if anyone other than parents or legal guardians calls for a child during school hours. Parents should impress upon their children the need for caution in offers of help, rides, etc., coming from strangers. A note is needed for a student, written by the parent whose child will be going to a different destination after school, other than his or her usual route. This includes a note for the bus driver if the student will be taking a bus or a different bus home. If a child does not have a note, we will attempt to call the parent to verify arrangements. If the office is unable to contact the parent, we will need to send the child home his/her usual route.

LUNCH PROGRAM

North Scott Schools uses the MealTracker computerized lunch program for their lunch system. Each student and faculty member is issued an identifying bar code and an account with food service. This system utilizes a permanent bar code identification, which can be used for the purchase of milk, breakfast and lunch. Customers make a deposit into their account. When breakfast, lunch or extra milk are purchased, the bar code will be scanned by the operator and the amount of the purchase is deducted.

This system enables us to better meet the State and Federal Government requirements as well as offer flexibility to parents and students. Whatever amount of funds you send for your child's lunch will be credited to that child's food service account. We suggest if you send a check for more than one student's account, that you make note of that on your check. When the account is around $5.00, you will receive a reminder to send money for your child's account. **Meals cannot be charged. If a student does not have money in his account, we will provide a peanut butter sandwich and all of the side dishes that typically come with the hot lunch and a milk.** Students with an approved free lunch application will receive one breakfast and lunch per day (including milk). Students with an approved **reduced** lunch application must have money in the account to cover the cost of the reduced price meal. If you bring a lunch from home or if you wish to purchase an extra milk, (even if you are on the free lunch program) you must have money in your account. Cash will not be taken by the cashier at the point of sale.

Applications for the free or reduced lunch program must be made every school year. Students who have been on the program at the end of a school year will receive meals at free or reduced prices for the month of September of the new school year. If you have not completed forms by the end of September, you may be dropped from the program or will need to contact the food service director. Safeguards are also built into the machine to prevent abuse of regulations covering free and reduced priced meals, while insuring confidentiality to all students. There will be no overt marking on the bar code identifications, which could identify free and reduced participants. ALL (free, reduced or regular) students and staff must use the Accu-Scan system.

The computer operator will be available at registration to make deposits in your account. After the start of school, the student will be able to make deposits into their account in the school office.

Upon written request, refunds will be made when a student withdraws from school. There will be no refunds at the end of the school year. Money remaining in the account will be carried over to the next school year.

CHANGE OF ADDRESS

The school office should be informed if a change of address, name or telephone number occurs during the school year or is planned during non-school months. The school should be notified if parent(s) or guardians will be out of town for an extended period of time.

To prevent the public release of such information, a parent must file a written objection with the aforementioned person responsible for maintaining student records.

Student data may be released to official educational and other government agencies for uses in surveys, questionnaires, and study proposals only if the names and all identifying markings are removed to prevent identification of individuals.

PARENT TEACHER CONFERENCES

Parents will have an opportunity to confer with their child's teachers in late September and again in January or February. Conferences are supplemented by progress reports three times during the year. Parent conferences will run from 4-8 p.m. on one evening and from 4:7:30 p.m. a second evening for parent convenience. Parents may sign up at Open House for the time they prefer. Specific information about dates and times will be announced at a later date.

PRINCIPAL'S ACADEMIC FITNESS AWARDS

"During the last few years, a movement t reform America's educational system has swept across the nation, led by concerned citizens at the state and local levels who have made a commitment to returning to a quality educational system founded one excellence. This movement has brought about a renewed emphasis on academic excellence among our students in primary and secondary school; result being improved performance by American students everywhere. To recognize this individual success, we established the Principal's Academic Fitness Awards in 1986".

The Principal's Academic Fitness Awards will be presented again to Virgil Grissom students meeting the requirements during Academic Awards in June 2003.

The requirements for an award are:

- The student will have successfully completed the exit year of elementary school.
- The student will have attained a composite percentile (National Norms) of 85 or higher on the Iowa Test of Basic Skills given during the first semester of the exit year.
- The student will have earned the equivalent of a cumulative grade point of 3.5 (grades 4-6) or higher.

KINDERGARTEN ROUNDUP

Kindergarten Roundup is held in the spring. Information regarding the date and time will be furnished after the first of the year. The purpose of this program is to acquaint the parents and children in the building, to obtain the number of children to be enrolled, to promote physical examinations and immunization before the first day of school.

LOST AND FOUND

There is a "Lost and Found" box in the nurse's office. Have your child check at the office to recover lost articles or to turn in articles that have been found. It is stressed as follows: a) that you encourage your child to be responsible for his/her personal property, b) THAT ALL ARTICLES BE LABELED WITH THE CHILD'S NAME, c) that valuables and money be left at home.

PETS

Pupils are allowed to bring dogs, cats, or other pets to school only with permission from the teacher. Any animal brought to school must be housed in a proper cage or container, or restrained in such a way that they cannot harm anyone. Pets should not be transported to and from school on school buses.

BUS REGULATIONS

Upon boarding the bus, students come under the jurisdiction of the school and the bus driver. Anything that happens on the bus to divert the driver's attention from his/her job, immediately endangers the safety of the riders.

BUS INFORMATION

Transportation Director is John Netwall, 285-4819
Bus Garage, LuAnn Baetke 285-9801

Please review the following bus rules with your child. Approximately 70% of our students ride the school buses, so bus safety is an important factor. You may have additional rules or comments to add.

Boarding the Bus

- At the bus stop, stay as far off the road as you can.
- Don't wait in the street. Stay away from the edge of the road.
- Wait until the bus comes to a full stop. Line up to board the bus.
- There should be absolutely no crowding or pushing before boarding (children could be pushed into or under the bus) or when boarding.

While on the Bus

- Keep hands and head inside the bus at all times.
- Assist in keeping the bus safe and clean at all times.
- Loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- Treat bus equipment as valuable furniture in your home. Damage to seats, etc., must be paid for by the offender.
- Never tamper with the bus or any of its equipment.
- Do not leave books, lunches or other articles on the bus.
- Keep books, packages, coats and all other objects out of the aisles.

SCHOOL ACTIVITIES

Many of the elementary students attend high school activities such as: football games, basketball games, plays and concerts. This is fine and the students are welcome, however, please stress with your children the importance of their proper behavior at these events, so they do not disturb the participants/spectators, and so they will be safe from injury.

SCHOOL PARTIES

Parties are planned by the teachers and room parents for Halloween, Christmas and Valentine's Day. A new policy has been established for Virgil Grissom due to recent health issue concerns. We will no longer allow homemade treats of any kind to be given to students. Treats must be store bought and individually wrapped by the manufacturer.

VIRGIL GRISSOM PARENT TEACHER ASSOCIATION

PTA serves the entire school population, Kindergarten through grade six. The PTA has scheduled meeting times. Dates and times will be posted in the Current Events. The normal starting time for the meetings is 6:30 p.m. All community members are encouraged to attend.

New officers for the 2002-2003 school year will be announced in the Current Events newsletter at the beginning of the school year.

ROOM PARENTS

Room parents are determined on a voluntary basis. The major duties of a room parent are:

- To assist with the planning of the class parties
- To arrange for mother/fathers to help on field trips.

COMMUNITY RESOURCES

If you have a talent in a special area, a collection, film, film strips/slides of visits to foreign counties, or historical areas of the world that might be of interest to class study, the school would appreciate hearing from you.

SPEECH AND LANGUAGE PATHOLOGY

A speech and language pathologist is available to assist with the correction of speech and language problems. Parents are always informed and their cooperation is solicited. If you have any concerns in this area, please contact the school.

HEALTH SERVICES

Our school has the service of a registered nurse. She not only applies her expertise by looking after the health of all the children enrolled at Virgil Grissom School, but also promotes the following program:

- Pre-school physical exam
- Vision tests
- Hearing tests
- Scoliosis screening
- Attendance
- TB patch
- Dental health
- Human Growth and Development
- Immunization

In case your child is ill or has an accident at school, you will be notified at once. It is very important that we know your correct telephone number or if you work, and there is no one at home, that we know where to reach you. In case neither parent can be contacted, school authorities will take necessary steps to assure the welfare of the child. HAVE YOU LISTED AN EMERGENCY NUMBER WITH THE SCHOOL?

For any sickness which keeps a child from attending school for five (5) consecutive days, it is requested that the parents send a doctor's statement with the child on his/her return, that the child is ready to return to school and that the disease is no longer contagious if this has been a consideration.

If your child has a communicable disease, we would appreciate it if you would notify the nurse at school in order that we will be aware that others have been exposed. Also, you will be able to arrange for your child's studies to be continued during the convalescent period.

SCHOOL VISITATION

Parents are welcome to visit school! This is your child's school and your school.

- Visits are good as they give the parent a better idea of the school program.
- Show the child that their parents are interested.
- Give the opportunity for parents/child to become better acquainted.
- Parents should call the school in advance prior to a visit. This helps the teachers plan their day and the activities learned while a parent is visiting.

We do have several requests regarding school visits, they are:

- Preschool children SHOULD NOT accompany you during a classroom visit.
- Children of school age who may be visiting your home are not allowed to visit school. A young visitor is often a distracting influence in the classroom.
- ALL visitors should check in the office upon arriving to the school. This is to ensure we know who is in the building for safety reasons.

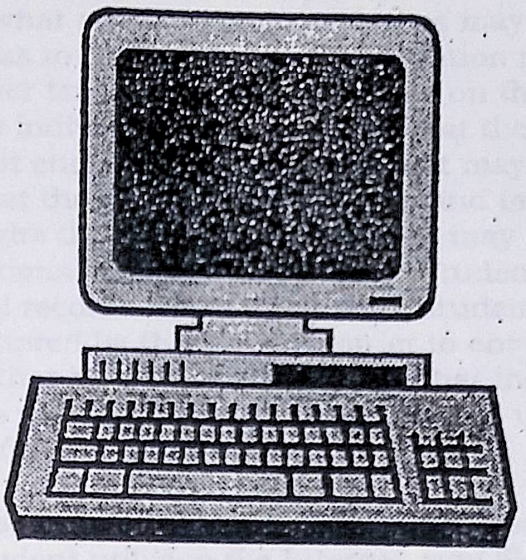
A recommended parent/guardian visitation period would be approximately only hour.

CURRENT EVENTS

On the 2nd and 4th Friday of each month, an office newsletter is sent home with each Grissom child. The newsletter serves to keep parents and children informed of the most pertinent school information.

The deadline for articles to be published in the newsletter is at the end of the day on the Tuesday of the week the newsletter is to go out.

North Scott Community Schools



Internet - Appropriate Use Policy

Code No. 605.5

INTERNET - APPROPRIATE USE

Technology is a vital part of the district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students and employees may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. The district believes that the valuable information and interaction available on the worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district. Student Internet records and access records are confidential records treated like other student records. Students Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access.

Employees and students will be instructed on the appropriate use of the Internet. Parents who object to their student utilizing the Internet may file a written request that their student be excused from the instruction. The superintendent shall have the final authority to determine the alternate activity or study. Students will be instructed and have access to the Internet Appropriate Use Guidelines. These guidelines will inform students of the appropriate use of the Internet and the consequences for violation of this policy and regulations. These guidelines will be made available to all parents as part of student handbooks.

Legal Reference: Iowa Code 279.8 (2001).

Cross Reference:
- 502 Student Rights and Responsibilities
- 506 Student Records
- 605.4 Media Centers

Approved February 26, 1996 Reviewed April 24, 2000 Revised January 28, 2002

INTERNET - APPROPRIATE USE

I. Responsibility for Internet

A. The authority for appropriate use of Internet resources is delegated to employees of the school system. For the purpose of this policy, Internet is defined as the following:

Internet is a collection of interconnected computer networks. It is a collaboration of private, public, educational, governmental and industrial sponsored networks whose operators cooperate to maintain the network infrastructure.

B. Training in the use of the Internet system will be available to employees who will then provide similar training to their students.

C. Employees and students will practice appropriate use of the Internet. School employees who misuse the Internet will be subject to disciplinary sanctions up to and including discharge. Students who misuse the Internet will be subject to disciplinary measures including, but not limited to, removal from the classroom, detention, suspension, probation and expulsion.

II. Internet Access

A. Access to the Internet is available to all employees and students as a source of information and a vehicle of communication.

B. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students.

1. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The district has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.

2. It is a goal to allow employees and students access to the rich opportunities on the Internet, while protecting the rights of students and parents who choose not to risk exposure to questionable material.

INTERNET - APPROPRIATE USE

3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.

4. In order to reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.

5. Transmission of material, information, software, or virus in violation of any board policy or regulation, local, state or federal law is prohibited.

6. System users will perform a virus check on downloaded files to avoid spreading computer viruses.

7. The school district makes no guarantees as to the accuracy or appropriateness of information received on the Internet.

III. Use of Internet

A. Students will be granted access to the Internet only after receiving training in its use and guidelines. These guidelines will inform students of the appropriate use of the Internet and the consequences for violation of this policy and regulations. These guidelines will be made available to all parents as part of student handbooks.

B. Equal Opportunity - The Internet shall be available to all students within the district through teacher access. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

C. Restricted Material - Students shall not intentionally access or download any text file or picture, or engage in any conference that includes material which is pornographic, obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

INTERNET - APPROPRIATE USE

D. Unauthorized Costs - Students and employees will be prohibited from making any unauthorized purchase via the Internet, and doing so may result in disciplinary action. A student who gains access to any service via the Internet which has a cost involved or incurs other types of costs will be responsible for those costs.

IV. Student Violations - Consequences and Notifications

Students who violate this Internet Policy shall be subject to the individual school's discipline policy, the appropriate action described in board policy or regulations or the following consequences:

1. First Offense

   For the first violation during the school year, a verbal and written "Warning" notice will be issued to the student using the Internet Student Violation Form. The student will lose Internet access for one week. A copy of the notice will be mailed to the student's parent/guardian and a copy provided to the building principal.

2. Second Offense

   On the second violation during the school year, a verbal and written Second Infraction Notice will be issued to the student. A copy of the notice will be sent by mail to the student's parent/guardian and a copy provided to the building principal. The student shall forfeit all Internet privileges for a minimum period of three weeks. The student and parent/guardian will be required to meet with the building Internet administrator and the building principal during the forfeiture period or access rights to the Internet will not be reinstated.

3. Third Offense

   On the third violation during the school year, a verbal and written Third Infraction Notice will be issued to the student. A copy of the notice will be sent by mail to the student's parent/guardian and a copy provided to the building principal. The student shall forfeit all Internet privileges for the balance of the school year. The student and parent/guardian will be required to meet with the building Internet administrator and the building principal during the forfeiture period or access rights to the Internet will not be reinstated the following school year.

Approved February 26, 1996 Reviewed April 24, 2000 Revised _____

INTERNET APPROPRIATE USE GUIDELINES

The use of the Internet is a privilege. As a user of the Internet, employees and students will be allowed to access other networks. Each network may have its own set of policies and procedures. Users should abide by the policies and procedures of these other networks. In addition, students and employees will follow the guidelines listed below:

1. All use of the Internet must be in support of education and research and consistent with the purpose of the district and all written policies.

2. Any use of the Internet for commercial or for-profit purposes is prohibited.

3. Extensive use of the Internet for personal and/or private business is prohibited.

4. Any use of the Internet for product advertisement or political lobbying is prohibited.

5. Internet accounts are to be used only by the authorized owner of the account for the authorized purpose.

6. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Internet.

7. No use of the Internet shall serve to disrupt the use of the Internet by others; hardware or software shall not be destroyed, modified, or abused in any way.

8. Malicious use of the Internet (including hate mail, harassment, discriminatory remarks and other antisocial behaviors) or the development of programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

9. The illegal installation of copyrighted software for use on district computers is prohibited.

10. Transmission or use of material, information, software, or virus in violation of any district policy, local, state or federal law is prohibited.

11. Use of the Internet to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area Internet is prohibited.

INTERNET APPROPRIATE USE GUIDELINES

12. Subscriptions to news groups and LISTS will only be initiated by teachers.

13. Mail from news groups and LISTS will be monitored daily by teachers and may be deleted from the personal mail directory to avoid excessive use of fileserver hard-disk space.

14. From time to time, the district will make determinations on whether specific uses of the Internet are consistent with the appropriate use practice.

15. In the event that students or employees do incur unauthorized costs, besides being subject to discipline, they will be responsible for payment of those costs.

The district reserves the right to monitor fileserver space utilization by users.

Approved February 26, 1996 Reviewed April 24, 2000 Revised _____

INTERNET ACCESS PERMISSION NOTICE

Your child has access to electronic communication known as the Internet. The Internet is a collection of interconnected computer networks. The vast domain of information contained within Internet's libraries can provide unlimited opportunities to students.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students at this time. If a student already has an electronic mail address, he/she may, with permission of the supervising teacher, be permitted to use the address to send and receive mail at school.

Students will be expected to abide by the guidelines in the "Network Appropriate Use Guidelines" and the following network etiquette:

- The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.

- Students will respect all copyright and license agreements.

- Students will cite all quotes, references, and sources.

- Students will only remain on the system long enough to get needed information.

- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.

- Student access for electronic mail will be through the supervising teacher's account. In some cases students may have their own account. Students should adhere to the following guidelines:

    a. Others may be able to read or access the mail, so private messages should not be sent.
    b. Delete unwanted messages immediately.
    c. Use of objectionable language is prohibited.
    d. Always sign messages.
    e. Always acknowledge receipt of a document or file.

- In the event that students or employees do incur unauthorized costs, besides being subject to discipline, they will be responsible for payment of those costs.

INTERNET ACCESS PERMISSION NOTICE

The Internet can provide a vast collection of educational resources for students. It is a global network, making it impossible to control all of the information available. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate.

Although students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Consequently, some students might encounter information that may not be of educational value to them.

Approved February 26, 1996 Reviewed April 24, 2000 Revised _____

INTERNET APPROPRIATE USE VIOLATION NOTICE

Student: _____

Teacher: _____

Date: _____

Students who access restricted items on the Internet and/or violate the appropriate use guidelines shall be subject to the school's discipline policy or the following consequences:

_____ **First Infraction:**

The above student has violated the **North Scott Schools Internet Appropriate Use Policy** by intentionally accessing restricted material or by violating the use guidelines. The student will lose Internet access for one week. A copy of this notice will be mailed to the student's parent/guardian and a copy provided to the building principal.

_____ **Second Infraction:**

The above student has violated the **North Scott Schools Internet Appropriate Use Policy** by intentionally accessing restricted material or by violating the use guidelines. The student shall forfeit all Internet privileges for a period of three weeks. The student and parent/guardian will be required to meet with the building Internet administrator and the building principal during the forfeiture period or access rights to the Internet will not be reinstated. A copy of this notice will be mailed to the student's parent/guardian and a copy provided to the building principal.

_____ **Third Infraction:**

The above student has violated the **North Scott Schools Internet Appropriate Use Policy** by intentionally accessing restricted material or by violating the use guidelines. The student shall forfeit all Internet privileges for the balance of the school year. The student and parent/guardian will be required to meet with the building Internet administrator and the building principal during the forfeiture period or access rights to the Internet will not be reinstated the following school year. A copy of this notice will be mailed to the student's parent/guardian and a copy provided to the building principal.

Approved February 26, 1996 Reviewed April 24, 2000 Revised _____

Application for Free and Reduced-Price Meals

PART I (To be completed by all applicants)

To apply for free and reduced-price meals for your child (children), carefully complete, sign and return this application to the school. If you need help or have any questions regarding the completion of this form, please call the principal.

Name of Child (Last, First)	School Center Attending	Grade	Check If Foster Child *	TANF/FIP Number **	Food Stamp Number ***

*A foster child who is the legal responsibility of the welfare agency or court may receive free meals if the child has no other income except a lump sum of money provided by the welfare agency for the child's maintenance. If the child receives any other funding designated for personal use, it must be entered as income and applied against guidelines for a family of one person.
**If any child is receiving TANF/FIP payments, place the TANF/FIP number next to the child's name in the designated space.
***If children in your family are now receiving food stamps, enter the food stamp identification number in the designated space.

PART 2 - (To be completed only by those who did not list a Food Stamp number or TANF/FIP Numbers)

HOUSEHOLD MEMBERS: List the names of everyone living in your household. Include yourself and the child(ren)/adult listed above. If you need more space, use a separate sheet of paper.

SOCIAL SECURITY NUMBER: Print only the social security number of the adult household member signing the application or indicate that this household member does not have a social security number by printing "none" next to the name in the space provided.

INCOME: List all income received last month on the same line with the person who received it. You must list gross income BEFORE deductions for taxes, social security, etc. List each amount under the correct heading. See reverse side for income reporting guidelines.

Name (Last, First)	Age	Monthly Earnings From Work (Before Deductions)+	Monthly Welfare Payments, Child Support, Alimony+	Monthly Payments From Pensions, Retirement, Social Security.+	All Other Income Received Last Month.+
1.					
2.					
3.					
4.					
5.					
6.					

+ Monthly Income Conversion: (a) weekly x 4.33. (b) every two weeks x 2.15. (c) twice per month x 2.

PART 3 - (You are not required to answer this question)

☐ White, not of Hispanic origin ☐ Black, not of Hispanic origin ☐ Hispanic ☐ Asian or Pacific Islander ☐ American Indian or Alaskan Native

PENALTIES FOR MISREPRESENTATION

I certify that all of the above information is true and correct and that all income is reported. I understand that this information is being given for the receipt of Federal funds; that school officials may verify the information on the application; and that deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal Law. An adult must sign the application before it can be approved.

Printed Name of Adult _____ Signature of Adult _____ Social Security Number _____

Home Address _____ County of Residence _____

Date Signed _____ Home Phone _____ Work Phone _____

(FOR SCHOOL USE ONLY... DO NOT WRITE BELOW THIS LINE)

☐ Food Stamp/TANF/FIP Household ☐ Income Household: Total household monthly income: _____ Household size: _____

Application approved for: ☐ Free Meals ☐ Reduced-price meals
Temporary approval for: ☐ Free Meals, expires: _____ ☐ Reduced-Price meals, expires: _____

Application denied because: ☐ Income over allowed amount ☐ Incomplete/missing _____ ☐ Other: _____

Date Notice Sent _____ Signature of Determining Official _____ Date _____

Revised 6/97

Application for Free Milk

PART I (To be completed by all applicants)
(To apply for free and reduced-price meals for your child (children), carefully complete, sign and return this application to the institution. If you need help or have any questions regarding the completion of this form, please call the RCCI director.

Name of Child (Last, First)	School Center Attending	Grade	Check If Foster Child *	TANF/FIP Number **	Food Stamp Number ***

*A foster child who is the legal responsibility of the welfare agency or court may receive free meals if the child has no other income except a lump sum of money provided by the welfare agency for the child's maintenance. If the child receives any other funding designated for personal use, it must be entered as income and applied against guidelines for a family of one person.
**If any child is receiving TANF/FIP payments, place the TANF/FIP number next to the child's name in the designated space.
***If children in your family are now receiving food stamps, enter the food stamp identification number in the designated space.

PART 2 - (To be completed only by those who did not list a Food Stamp number or TANF/FIP Numbers)

HOUSEHOLD MEMBERS: List the names of everyone living in your household. Include yourself and the child(ren)/adult listed above. If you need more space, use a separate sheet of paper.

SOCIAL SECURITY NUMBER: Print only the social security number of the adult household member signing the application or indicate that this household member does not have a social security number by printing "none" next to the name in the space provided.

INCOME: List all income received last month on the same line with the person who received it. You must list gross income BEFORE deductions for taxes, social security, etc. List each amount under the correct heading. See reverse side for income reporting guidelines.

Name (Last, First)	Age	Monthly Earnings From Work (Before Deductions)+	Monthly Welfare Payments, Child Support, Alimony+	Monthly Payments From Pensions, Retirement, Social Security.+	All Other Income Received Last Month.+
1.					
2.					
3.					
4.					
5.					
6.					

+Monthly Income Conversion: (a) weekly x 4.33, (b) every two weeks x 2.15, (c) twice per month x 2.

PART 3 - (You are not required to answer this question)

☐ White, not of Hispanic origin ☐ Black, not of Hispanic origin ☐ Hispanic ☐ Asian or Pacific Islander ☐ American Indian or Alaskan Native

PENALTIES FOR MISREPRESENTATION

I certify that all of the above information is true and correct and that all income is reported. I understand that this information is being given for the receipt of Federal funds; that school officials may verify the information on the application; and that deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal Law. An adult must sign the application before it can be approved.

Printed Name of Adult _____ Signature of Adult _____ Social Security Number _____

Home Address _____ County of Residence _____

Date Signed _____ Home Phone _____ Work Phone _____

(FOR SCHOOL USE ONLY... DO NOT WRITE BELOW THIS LINE)

☐ Food Stamp/TANF/FIP Household ☐ Income Household: Total household monthly income: _____ Household size: _____

Application approved for: ☐ Free Meals ☐ Reduced-price meals
Temporary approval for: ☐ Free Meals, expires: _____ ☐ Reduced-Price meals, expires: _____

Application denied because: ☐ Income over allowed amount ☐ Incomplete/missing _____ ☐ Other: _____

Date Notice Sent _____ Signature of Determining Official _____ Date _____

Income Reporting Guidelines

CURRENT INCOME - **You are to list the total amount of yearly income expected during this school year for everyone living in your house or apartment, regardless of their relationship to you. School officials have the right to request verification of the information information you supply. Purposeful misrepresentation is subject to prosecution. If your projected income changes by $50.00 per month ($600 per year), you are to reapply at the time this occurs.**

TYPES OF INCOME - **Include all income from all sources for all persons living in your house or apartment. Income from the following sources should be included:**

wages
salaries
tips
commissions
income from self-employment*
pensions
annuities
child support payments
public assistance payments
welfare payments
strike benefits
unemployment compensation
supplemental security income
social security survivor's benefits
alimony
social security
workmen's compensation
veteran's subsistence benefits
interest
dividend income
cash withdrawn from savings, investments or trusts
any other resources which may be available to pay for a child's meals
retirement income
disability benefits

DO NOT REPORT:

scholarships
educational benefits
food stamps
children's incidental income from such occasional activities as:
babysitting - shoveling snow - cutting grass

Persons engaged in farming or who operate other types of private businesses where cash flow varies throughout the year making it impossible to predict yearly income with any accuracy may use their income tax records for the preceding calendar year as a basis for applying for the free and reduced price meals during the present school year. The income to be reported is income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as interest on home payments, medical expenses, and other similar nonbusiness deductions are not allowed in reducing gross business income.

Also, if you have additional income from other kinds of employment, this income must be treated as separate and apart from the income generated from your business venture. As per example, if you operated a business at a net loss but held additional employment for which you received a salary, your income for purposes of applying for free or reduced price meals would be the value of the income from your salary only, since the loss from the business cannot be deducted from the amount of the income earned in the additional employment. Though your business may have suffered a net operational loss, for purposes of this application it is not possible to have a negative income. The least income possible is zero (no income).

The necessary and appropriate information for arriving at allowable income from private business operation is to be taken from your 1996 U.S. Individual Income Tax Return - Form 1040 in the following manner. Items 13 and 14 should only be used once if a person is engaged in two or more types of business activities

Farming Income - Add together the amounts reported in the following lines of your 1996 1040 U.S. Tax Form:

Line 13 - Capital gain or (loss)	$ _____
Line 14 - Other gains or (losses)	$ _____
Line 18 - Farm income or (loss)	$ _____
Total*	$ _____

Proprietorship Income - Add together the amounts reported in the following lines of your 1996 1040 U.S. Tax Form:

Line 12 - Business income or (loss)	$ _____
Line 13 - Capital gain or (loss)	$ _____
Line 14 - Other gains or (losses)	$ _____
Total*	$ _____

Partnership Income - Add together the amounts reported in the following lines of your 1996 1040 U.S. Tax Form:

Line 13 - Capital gain or (loss)	$ _____
Line 14 - Other gains or (losses)	$ _____
Line 17 - Rents, royalties, partnerships, etc.	$ _____
Total*	$ _____

*Divide total income by 12 and enter as monthly income on the reverse side of this form.

NOTE: A prior year loss from farming or other private business operation cannot be used to reduce the current year net income for determining free and reduced-price eligibility.

Wages paid to a spouse or other family member in the operation of a farm or private business must be shown as household income on the reverse side of this form.

Section 9 of the National School Lunch Act requires that unless your children's food stamp or TANF/FIP case number is provided, you must include the social security number of the adult household member signing the application or indicate that this household member does not have a social security number. Provision of a social security number is not mandatory, but if a social security number is not provided or an indication is not made that neither the primary wage earner nor the adult household member signing the application has one, the application cannot be approved. This notice must be brought to the attention of the household member whose social security number is disclosed. The social security number may be used to identify the household member in carrying out efforts to verify the correctness of information stated on the application. These verification efforts may be carried out through program reviews, audits, and investigations and may include contacting employers to determine income, contacting a food stamp or welfare office to determine current certification for receipt of food stamps or TANF/FIP benefits, contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by the household member to prove the amount of income received. These efforts may result in a loss of/reduction of benefits, administrative claims, or legal actions if incorrect information is reported.

NOTICE

STUDENT FEE WAIVER

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees.

Parents or students who believe they may qualify for temporary financial hardship should contact the building principal at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

STUDENT FEE WAIVER AND REDUCTION PROCEDURES

The board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's parents' ability to meet the financial criteria.

A. Waivers -

1. Full Waivers - a student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, Supplemental Security Income guidelines, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.

2. Partial Waivers - a student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. The reduction percentage will be 40 percent.

3. Temporary Waivers - a student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.

B. Application - parents or students eligible for a fee waiver shall make an application on the form provided by the school district. Applications may be made at any time but must be reneved annually.

C. Confidentiality - the school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.

D. Appeals - denials of a waiver may be appealed to the superintendent.

E. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

F. Notice - The school district will annually notify parents and students of the waiver. The following information will be included in registration materials and printed in the student handbook:

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

STUDENT FEE WAIVER APPLICATION

Date _____ School Year _____

All information provided in connection with this application will be kept confidential. This form to be used for students in this building only.

Name of student: _____ Grade in school _____
Name of student: _____ Grade in school _____
Name of student: _____ Grade in school _____
Name of student: _____ Grade in school _____
Name of student: _____ Grade in school _____
Name of student: _____ Grade in school _____

Name of parent, guardian: _____
(or legal or actual custodian)

Please check type of waiver desired:

Full waiver ____ Partial waiver ____ Temporary waiver ____

Please check if the student or the student's family meets the financial eligibility criteria or is involved in one of the following programs:

Full Waiver

____ Free meals offered under the Child Nutrition Program

____ The Family Investment Program (FIP)

____ Supplemental Security Income (SSI)

____ Transportation assistance under open enrollment

____ Foster care

Partial Waiver

____ Reduced priced meals offered under the Child Nutrition Program

Temporary Waiver

____ If none of the above apply, but you wish to apply for a temporary waiver of school fees because of serious financial problems, please state the reason for the request:

_____

_____

Signature of parent, guardian: _____
(or legal or actual custodian)

Note: Your signature is required for the release of information regarding the student or the student's family financial eligibility for the programs checked above.

Approving Officer _____ Approved __ Non Approved __

School Supplies for 2002-2003 for Virgil Grissom Elementary

Kindergarten

Quantity	Item
1	8 ct Crayola Large Crayons
4	24 ct Crayola Crayons
1	School Box
1	Blunt 5" Fiskar Scissors
2	4 oz. Elmer's School Glue
1	Washable Crayola Thick Classic Colors Markers
4	Assorted Colors Pocket Folder
3	Small (6 gram) Elmer's Glue Stick
1	Paper Towels
2	175 ct Kleenex Tissue
24	#2 Pencils - Assorted Colors

1st Grade

Quantity	Item
4	24 ct Crayola Crayons
24	#2 Wood Pencils
1	Paper Towels
1	Sharp 5" Fiskar Scissors
1	70 ct Spiral Notebook Wide Rule
1	Washable Crayola Thick Classic Colors Markers
2	Pink Bevel Eraser
2	Assorted Color Pocket Folder
2	175 ct Kleenex Tissue
3	Small (6 gram) Elmer's Glue Stick

2nd Grade

Quantity	Item
1	Plastic School Box
24	#2 Wood Pencil
2	24 ct Crayola Crayons
2	Pink Bevel Eraser
1	Sharp 5" Fiskar Scissors
4	Small (6 gram) Elmer's Glue Stick
2	175 ct Kleenex Tissue
1	Reg. Pencil Sharpener w/Receptacle
1	70 ct Yellow Spiral Notebook Wide Rule
1	Orange Pocket Folder
1	Blue Pocket Folder

3rd Grade

Quantity	Item
1	24 ct Crayola Crayons
1	4 oz. Elmer's School Glue
1	1/16" Plastic Ruler - 12' Stand. And Metric
2	Pink Bevel Eraser
3	70 ct. Spiral Notebook Wide Rule
1	200 ct Wide Rule Filler Paper
1	Reg. Pencil Sharpener w/Receptacle
12	#2 Wood Pencil
2	Blue Med. Bic Stick Pen
1	8 ct. Washable Crayola Thick Classic Color markers
2	175 ct Kleenex Tissues
1	7" 8 ct Crayola Colored Pencils
1	Sharp 5" Fiskar Scissors
3	Assorted Colors Pocket Folder with Brads

4th Grade

Quantity	Item
1	24 ct Crayola Crayons
2	Pink Bevel Eraser
12	#2 Wood Pencil
1	1/16" Plastic ruler – 12" Stand & Metric
1	6" Protractor
1	200 ct Wide Rule Filler Paper
1	175 ct. Kleenex Tissue
2	Black Medium Stick Pen
2	Red Medium Stick Pen
1	Sharp 5" Fiskar Scissors
1	.77 oz. (22 gram) Elmer's Glue Stick
1	8 ct. Washable Crayola Thick Classic Colors Markers
1	Blue Pocket Folder with Brads
1	Green Pocket Folder with Brads
1	Red Pocket Folder with Brads
1	Yellow Pocket Folder with Brads
1	Orange Pocket Folder with Brads
1	70 ct Orange Spiral Notebook Wide Rule
1	70 ct Blue Spiral Notebook Wide Rule
1	70 ct Green Spiral Notebook Wide Rule
1	70 ct Red Spiral Notebook Wide Rule
1	70 ct. Yellow Spiral Notebook Wide Rule

5th Grade

Quantity	Item
1	24 ct Crayola Crayons
2	Pink Bevel Eraser
1	1/16" Plastic Ruler - 12" Stand & Metric
2	200 ct Wide Rule Filler Paper
24	#2 Wood Pencil - American Made
2	Black Medium Bic Stick Pen
1	175 ct Kleenex Tissue
1	Washable Crayola Thick Classic Markers
2	.77 oz. (22 gram) Elmer's Glue Stick
1	7.25" Scissor
1	70 ct Blue Spiral notebook Wide Rule
1	70 ct Green Spiral notebook Wide Rule
1	70 ct Red Spiral notebook Wide Rule
1	70 ct Orange notebook Wide Rule
1	70 ct Yellow Notebook Wide Rule
1	Blue Pocket Folder with Brads
1	Green Pocket Folder with Brads
1	Red Pocket Folder with Brads
1	Yellow Pocket Folder with Brads
1	Orange Pocket Folder with Brads
1	Purple Pocket Folder with Brads

6th Grade

Quantity	Item
24	#2 Wood Pencil
2	200 ct Wide Rule Filler Paper
2	3 x 5 100 ct Ruled Index Cards
10	Black Medium Bic Stick Pens
1	175 ct Kleenex Tissue
2	4 oz. Elmer's School Glue
1	.77 oz. (22 Gram) Elmer's Glue Stick
1	7" 12 ct Crayola Colored Pencils
1	70 ct Blue Spiral Notebook wide rule
1	70 ct Red Spiral Notebook wide rule
1	70 ct Green Spiral Notebook wide rule
1	70 ct Orange Spiral Notebook Wide Rule
1	70 ct Yellow Spiral Notebook wide rule
1	Blue Pocket Folder with Brads
1	Green pocket Folder with Brads
1	Orange pocket Folder with Brads
1	Red Pocket Folder with Brads
1	Purple Pocket Folder with Brads
1	Yellow Pocket Folder with Brads
1	7" Scissors